



Student & Parent Handbook 2024-2025

**330 Alabama Avenue
Brooklyn, NY 11207**

**(718) 345-9393
F: (718) 345-6566**

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Dear Families of The Phyllis Wheatley School,

My name is Christian Pierre and I am honored to join you as we begin the 2024-2025 school year. I am excited to serve as the Principal of P.S. 328. I am a product of the public school system and worked as a special education teacher for over 12 years in District 19 before becoming a school leader. I am proud to serve you and D19 as we RISE all the Way UP!

Our school is committed to delivering a high-quality, educational experience to all children as they grow and find joy in learning. As a school we follow FOUR core learning principles known as D.I.C.E (Discover, Imagine, Create, & Express). We believe children should feel the courage to bet on themselves. We do this work in UNITY to ensure your children are successful and develop into future leaders who will make a positive impact in the world.

Last year our theme was "Score the Winning Goal". This year our theme is **Go for Gold (be Great, be Optimistic, be Leaders, and be Determined)**. We continue to be committed to delivering a high-quality, educational experience to all children as they grow and find joy in learning.

Our school colors are Hunter Green and Gray. Green symbolizes growth and renewal. Gray represents WHEATLEY THE WOLF, our new school mascot. Wolves work in unity to ACHIEVE their goals and stay safe. This is why we are known as the Wolfpack. If you hear your child HOWL, they are simply expressing their school spirit, though we have told them to do it only when appropriate. LOL

In Unity,

Christian Pierre

Acting Principal

School Administration and Staff

Dr. Tamara Collins - Superintendent
Christian Pierre- Principal
Carla Torres– Assistant Principal
Jessica Alvarado– Parent Coordinator
Dahiana Bourdier - Family Worker
Danirma Cima– School Pupil/Payroll Secretary
Agent Ms. Carroway – School Safety

SLT

Principal- Christian Pierre
UFT Chapter Leader- Tyona Marrimon
PTA President- Tonya Fleming
Parent- Ebony Brown
Parent: Tiffany Perez
Parent: Alicia Garcia
CBO Director: Angel Arroyo
Teacher: Vacant (Chairperson)
Teacher: Melissa Powell

School Parent Association (718-345-9393 Ext 1172)

PTA President- Tonya Fleming
Vice President Barbara Scott (**Also Title I Chair**)
Secretary- Shameika Millards
Treasurer- Sherry Horne

Community Based Organization (CBO)

-Afterschool All Stars-
Angel Arroyo –Community School Director

After-School organization-

-Kan Cobra-
Program Director: Jessica Bailey

THE PHYLLIS WHEATLEY SCHOOL

VISION

Our VISION is to create a high-achieving, rigorous, inclusive, and supportive educational environment that features trusting and collaborative relationships. All community learners will *Discover* through exploration, *Imagine* new possibilities, *Create* through innovation, and *Express* themselves while striving for excellence as future leaders.

MISSION

Our **MISSION** is to empower scholars by providing high-quality, equitable and culturally responsive educational experiences utilizing the expressive arts and technology to increase student engagement, ownership of learning, and joy.

INSTRUCTIONAL FOCUS

Teachers will provide students opportunities for productive struggle by asking questions designed to deepen student thinking and foster collaborative discussions, with appropriate scaffolds, in order for students to communicate (verbally and written) their understanding and mastery of the content.

SLOGAN

“We believe it, We achieve it !”

HONOR	OPTIMISM
<p>HONOR Yourself by sharpening your Saw and treating yourself kindly.</p> <p>HONOR Others by having respectful conversations that are academic and personal.</p> <p>HONOR Your Environment by treating your school with respect.</p>	<p>Have a GROWTH mindset by viewing mistakes as opportunities to grow and learn.</p> <p>Productive struggle is means working through challenging situations.</p>
WISDOM	LEADERSHIP
<p>Learning from your mistakes so that you do better next time helps you become a WISE wolf. Use your knowledge to help yourself and others.</p>	<p>Become a leader of the pack by modeling positive behaviors and working together. Inspire others to do the right thing.</p>

Bell Schedule 2024-2025

Monday – PD – 2:20 – 3:20 pm (3:20 pm-4:00 pm OPW)

BELL SCHEDULE
Period 1 8:00 - 8:45
Period 2 8:45 - 9:30
Period 3 9:30 - 10:15
Period 4 10:15 - 11:05 KINDERGARTEN, 2ND, K-1-2 & 4TH GRADE LUNCH
Period 5 11:05 - 11:55 1ST, 3RD, 3-4-5 and 5TH GRADE LUNCH 3K & Pre K FAMILY STYLE LUNCH
Period 6 11:55 - 12:45
Period 7 12:45 - 1:30
Period 8 1:30 - 2:20

Arrival and Dismissal

Arrival Procedures:

All students in Grades K-5 will eat breakfast in the Cafeteria at **7:30-7:55 am**. Grades 3K- PreK will enter through the main entrance. Grades K-5 will enter through exit 5. (As this is a early breakfast program, the privilege can be removed due to behavior)

Dismissal /Afternoon Procedures:

- Students in All Grades will be dismissed in the cafeteria at **2:10 pm** (unless they are in the After School program). Parents please enter through Exit 5 –Students that are not picked up on time will be moved to the late table or main office.
- As a matter of safety you must pick up your child on time. Picking up after 2:25 pm is considered late. We allow a 5 minute grace period. If you pick up your child late more than 3 times in a given month you will be provided a warning letter. Any additional late pick ups

Busing - Busing protocol

If your child is not riding the bus a written letter must be given to the main office and teacher. Additionally, you should follow up with a phone call and notify the busing coordinator (Ms. Elliot) prior to 10am.

Attendance and Lateness

- ❖ It is important that a family member communicates with the school to report student absences. This helps to keep us informed, as well as helps to ensure that our documentation is accurate and timely. If your child is absent for any reason please call the main office at 718-345-9393. Please make sure to include the following information: child's full name, grade, teacher's name, reason for absence.
- ❖ If your child is absent for one or two days, he or she must return to school with a note explaining the nature of the absence. If your child is absent for more than two days, he or she must return to school with a doctor's note.
- ❖ If your child will be traveling out of town please see the school secretary and provide her with copies of his/her itinerary and plane tickets.
- ❖ All children are responsible for completing assignments, including homework assignments, after their absence.
- ❖ Student attendance is very important for a successful school experience. The DOE closely monitors student absences and requires appropriate action in cases of excessive leave. Excessive unexplained absences may result in an investigation by the Administration for Children's Services (ACS). Children who are absent for more than 10% of the school year will be labeled chronically absent.
- ❖ Attendance will be taken daily by the classroom teacher. Any student arriving after 8:20am must receive a late pass from the main office.

Please let us know how we can best support you and your child(ren) so that they can show up for school on time each and every day. We want your child(ren) to be successful in school!

VISITORS

- * All visitors, including parents and guardians of P.S. 328, must sign in with the safety agent at the main entrance. You must present a legal photo ID.
- * Visitors must carry a Visitor's Pass at all times during their visit to the school.
- * All visitors must enter and leave the building from the main entrance. Please do not use any other exits.
- * Visitors using the laundry room must have signed up in advance, please contact Ms. Alvarado at 718-345-9393 X1163

Students Going Home Early

Any student, who is leaving the school building early, must be signed out in the main office by a parent/guardian or individual on the blue card. The name of the person signing the child out, the name of the student, date, time and reason for student leaving early must be indicated on the sign-out sheet.

Parental Visits

Parents must call the main office to schedule in advance if they would like to have a parent meeting. If there is no meeting scheduled; parents/guardians who come to the school for a parent meeting, will remain in the main office until the classroom teacher is available to meet with them.

Please notify an administrator/coordinator immediately if a parent is walking through the building unattended.

Teacher-requested parental visits should be scheduled during preparation periods, as not to disrupt the educational process of students in that class.

Wolf Pack Laundry Center

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Phyllis Wheatley Public School PS 328K

The Wolf Pack Laundry Center is open and available for use! Hours of operation are Monday-Friday 9am-12pm, you may schedule an appointment by calling the main office. Please be advised because washing machines are limited, this is a first come first served service. All appointments must be scheduled in ADVANCE. There will be NO WALK IN'S. Reservations can be made by visiting this link:

<https://outlook.office365.com/book/PS328LaundryCenter@afterschoolallstars.org/> .

P.S. 328 Student Discipline Protocol

Discipline is related to what happens in the classroom. Classroom discipline depends directly on:

- Establishment of clearly defined routines, responsibilities and continuity of implementation
- Teacher preparation
- Effectiveness of instruction
- Climate of the classroom

A breakdown in any of these areas will result in problems for both pupils and teachers alike. Planning consistency and good judgment is essential in order to avoid problems.

Resiliency training and ESR, Emotional Social Responsibility, training will continue during the school year.

Discipline in a school is dependent upon consistency, cooperation and the acceptance of one's professional responsibility. Setting a good and continuous example/routine and maintaining high standards will enhance the school climate.

All professionals in the school community have a positive role to play in the maintaining of a good climate.

1. Methods of handling minor infractions:

- Regular movement of teacher and/or paraprofessional around classroom

- Private Teacher/Student Discussion
- In-Class established consequences
- Notation of infraction in anecdotal notebook
- Daily Conduct Report
- Telephone call to parent(s)/guardian(s)
- Letter to parent/guardian with a “tear-off” to confirm receipt
- Change pupil’s seating assignment (class assignment as well)
- Visiting and collaborating with colleagues who have interactions with student
- Arranging an appointment for parent/guardian to visit for a conference

2. Ladder of Referral - Various steps taken by the teacher in order to maintain a wholesome classroom environment.

- Teacher takes above steps
- Written referral to the SBST with anecdotal records/parent contact history
- ABIS addresses situation/ informs AP of alternative placement/
- Recommendation/assignment to detention
 - i. Parents are called in for a conference with teacher, dean, family assistant, parent coordinator and/or supervisor

Refer situation to Guidance Counselor and/or Pupil Personnel Committee:

*Referral to outside counseling/professional agencies

*Principal or Supt. Suspensions

*Alternative Education Program

The NYC Department of Education Discipline Code (Blue Book) will determine the level of severity of any incident and the appropriate disciplinary action.

UNIFORMS

P.S. 328 is a uniform school. Children are expected to be in uniform Mon-Thurs. FRIYAY is dress-down “swag day”. More information on school uniforms may be obtained in the main office or on the website;

www.ps328.com

You can purchase uniforms from our main office from 10-1:00 pm daily, visiting the Ideal store at 1816 Flatbush Avenue (corner of Ave K), or ordering online at www.idealuniform.com/ps328 or <https://www.milkuniforms.com/p-s-328> .

Uniform

- * Gray pants or plain pleated gray skirt or V-neck Grey JUMPER
- * Polo or crew neck shirt (long sleeve or short) with Wolf Pack logo
- * Gray, Green
- * Sweater Gray with Phyllis Wheatley log
- * Button down shirt or polo (long sleeve or short) with Phyllis Wheatley logo
- * Sweater – Gray with Phyllis Wheatley logo

Homework Policy

Homework is for reinforcement of a skill that was learned in class; informs parents of the child's academic progress in skill acquisition and concept development; as well as assesses and prepares the student for new challenges. It provides opportunities for students to develop good study habits, responsibility and discipline. It allows students to practice and master a skill in depth. Parents are to be involved, and provide support to the student at home.

Homework assignments serve to:

- Increase the time spent on academic tasks, thus enhancing the academic growth of students.
- Enable parents and other family members to become familiar with the instructional program of the school.
- Meet the needs of individual students through the use of differentiated assignments.
- Help prepare students for future class participation (re-organizing materials helps students develop new insights).
- Reinforce concepts taught in areas of academic need.

Homework assignments should:

- Reinforce, extend and enrich skills and knowledge learned in school.
- Stimulate and further individual interest thus forming a basis for productive use of leisure time.
- Develop independent study skills to foster initiative, responsibility and self-direction.
- Be an outgrowth of classroom instruction.
- Be clear and definite.
- Be evaluated/graded using a rubric clearly understood by all students.

Suggested daily amount of homework by grade:

K-2: 20 - 30 minutes

3-5: 30 - 45 minutes

Homework Grading Policy

Homework will be checked for quality every day. The grading rubrics must be introduced to the students, discussed in depth and posted in the room.

1 not completed, not signed, sloppy

2 partially completed and signed

3 missing the heading, but completed accurately

4 completed to satisfaction (heading, accuracy, signed, completed task, neat, good presentation).

SCHOOL GRADING POLICY

The guidelines for our school's grading are as follows:

GRADES PRE-K – 2: **EMPHASIS MUST BE PLACED ON LITERACY & NUMERACY (MATH SKILLS)**

READING, MATH, SCIENCE & SOCIAL STUDIES:

Data –Driven Analysis: periodic assessments, monthly practice tests, teacher's informal observations, journals and portfolio entries) aligned to next generation grade standards.

Classwork: 20% (participation and completion of assignments)

Homework: 20%

Portfolio Content: 20%

Teacher-made tests; assessments based on Acadience, Foundations, Literacy Standards, based on a 4-point rubric: 40%

GRADES 3-5:

ELA, MATH, SCIENCE & SOCIAL STUDIES:

Classwork: 20%

Homework: 20%

Portfolio Content: 20%

Teacher- made tests; Curriculum Program assessments; NYS

Testing; Predictive & Interim Assessment results: 40%

- **Exit Projects for students in Grade 4-5 must be reflected in the overall grade for science or social studies.**

OTHER CURRICULUM SUBJECTS:

(ESL, Music, Art, Technology and Physical Education)

Classwork: 20%

Homework: 20%

Portfolio Content: 20%

Teacher-made and/or Curriculum Program tests: 40%

- Students scoring on Levels 1 & 2 on Standardized Reading or Mathematics tests should not get above 65% or D in their class grades/final grades. These students must be identified early-on and interventions, tutoring and AIS services must be provided throughout the academic year.
- Each marking period students will have to demonstrate their understanding in one area of the Core Curriculum by producing an authentic, performance-based project in the areas of: (Writing, Math/Science/Tech, Social Studies, and Multicultural Arts). This grade is to represent 10% of their quarterly grade. Therefore, the portfolio contents grade will be a combination of this, plus 10% of other portfolio entries submitted for the quarter.
- *A student may not receive a failing grade for truancy or excessive absences, but these absences will lead to missed instructional time which may result in your child summer school.* A student having more than 18 unexcused absences is considered to be “at risk” for promotion/graduation.
- A “55%” or below represents a NON- PASSING grade.
- **Grading Rubrics: For grades K-5, Four “Levels”**
(1) Below-Level, (2) Approaches, (3) Meets, (4) Exceeds Standards

Field Trips

- There will be several out-of-classroom field trips to enhance the curriculum taught in class during the course of the school year.
- No student may participate on a trip without a completed, signed permission slip returned by the deadline.
- EVERY trip will require a separate permission slip, including short walking trips.
- Classes will not take a trip without enough adult supervision.
Please consider chaperoning on trips from time to time.
- Students may be required to have a chaperone if they exhibit consistently poor and unsafe behavior in school.
- If your child requires medical treatment you or a designee will need to chaperone. Please make every effort to ensure that an adult is available to accompany your child on the trip.

PS 328 Student and Parent Contract

Student Section:

I know that I need to follow all three principles of the school code of conduct:

1. Honor Myself
2. Honor Others
3. Honor My School Environment

I know that I have a right to:

- * Be in a safe school, and be accepted for who I am
- * Be in a bully-free school
- * Know what correct behavior is and what behaviors may result in disciplinary actions
- * Receive counseling by staff about my behavior and understand what the consequences are if I do not do the right thing.
- * Receive fair treatment if I break the rules and have to be removed from class

I agree to:

- * Come to school on time with the assistance of my parents/guardians, prepared to work. (Attendance goal is 94%)
- * Use courteous and polite language.
- * Treat others with respect and kindness.
- * Help stop and resolve conflicts peacefully and express my feelings in words
- * Dress in my school uniform Monday through Thursday.
- * Take care of my personal belongings and respect other people's belongings
- * Tell my parents what I learned in school each day
- * Complete my homework everyday and show it to my parents/guardians.
- * Follow the rules in the Discipline Code.

Parent Section:

Providing my child with a high-level education can only occur when the whole child's needs are addressed. I have read the Citywide Standards of Intervention and Discipline Measures, and I understand and agree to carry out the following responsibilities to the best of my ability.

- * Encourage my child to be a respectful and peaceful member of the school community
- * Discuss the Citywide Standards of Intervention and Discipline Measures with my child
- * Participate in parent conferences, class programs and other activities in which my child is involved
- * Assure that my child will arrive to school on time every day
- * Provide a quiet place for my child to do his/her homework

- * Spend at least 15 minutes per day reading with my child
- * Listen to my child when sharing experiences of his/her school day
- * Provide the school with current telephone numbers and emergency contact information
- * Alert the school if there are any significant changes in child's health or well-being that may affect his/her ability to perform in school
- * Send my child to school in their school uniform Monday through Friday

Child's Name _____ Class _____

Child's Signature _____

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____

CELL PHONE/ELECTRONIC DEVICE POLICY

Dear Families,

Public School 328's policy regarding the use cell phones, computing devices and portable music and entertainment systems on school property:

- * Students may bring cell phones, computing devices, and portable music and entertainment systems to school, but they may not be turned on or used at school. Cell Phones are to remain in bookbags. (**Exception**- In the event of an emergency or imminent danger that poses a risk to a member's physical safety, supervising staff may allow access and direct use of communication devices on school premises.)
- * Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during fire drills or other emergency preparedness exercises.
- * Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except as authorized by the school, or pursuant to an Individualized Education Plan or a Section 504 accommodation plan.
- * All cell phones, computing devices, and portable music and entertainment systems brought to school must be turned off before entering school. They are not to be turned on until students have left school property.
- * Students who use cell phones, computing devices or portable music and entertainment systems in violation of the DOE's Discipline Code, the school's policy, Chancellor's Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.
- * Students who choose to bring cell phones, computing devices, and portable music and entertainment systems to school are fully responsible for that device/system. All devices/systems must be kept in students' backpacks during the school day. PS 328 is not liable for lost, stolen, or damaged cell phones, computing devices and portable music and entertainment systems.
- * If a school confiscates a cell phone, computing device, or portable music or entertainment system for violation of the DOE's Discipline Code, the school's policy, this regulation, and/or the Internet Acceptable Use and Safety Policy, the teacher/principal/designee must contact the student's parent. The first time a school confiscates a cell phone, computing device, or portable music or entertainment system, the student's parent will be contacted and it will be returned to the student at the end of the day. The second time a school confiscates a cell phone, computing device, or portable music or entertainment system, the student's parent will be contacted and required to come to school so that it can be returned to the parent.

Please return this tear off to your child's teacher, no later than September 20, 2024.

Child's Name _____ Class _____

I have read the above cell phone policy and shared it with my child. Further, I understand that PS 328 is neither responsible nor liable for those items brought to school if they are stolen, lost, misplaced or broken.

Parent Name _____ Date _____

Parent Signature _____

PS 328 Attendance Policy

Dear Families of 328:

There are about **180 school days** in the academic year. It is expected that your child attends school on time, every day. Student attendance is vital to Academic Success. This year we are working diligently to ensure that all students achieve 100% Attendance.

Chronic Absenteeism: Students who miss 20 days in a school year or just 2 days a month are considered Chronically Absent.

P.S. 328 prides itself in supporting our families, please reach out to our Attendance Team for support if needed:

Mr. Angel: 347-595-4011, Ms. Dahiana 718-345-9393 Ext.1161

Every absence counts! Excused absences are still absences. If your child has missed a day or more, the school will follow up accordingly:

Attendance Monitors will do a morning walk through at 8:30 am for their respective grades. Calls for students not yet in class will run from 8:45-9:30 am. The goal is to get students to school!! Better late than absent!

After 3 Absences we will discuss barriers to attendance with students and/or parents/caregivers and come up with an action plan. How can we help you ensure your child makes it to school everyday?

After 5 or more absences students will be escalated to DOE Attendance Liaison, Ms. Modeste. If outreach efforts are unsuccessful Ms. Modeste can perform a Home Visit.

After 10 or more absences families called in for a meeting with Admin. Please note that 10 or more unexcused absences can lead to the potential escalation to ACS.

Please note that your child has _____ absences on record this year thus far.

I have read and understand the P.S. 328 Attendance Policy. Please note that this policy stands with or without a signature.

Student Name: _____ Class: _____

Parent Name (Print): _____

Parent Signature: _____ Date: _____

328 Policía de asistencia

Estimadas Familias de 328:

Policía de Asistencia

Hay alrededor de **180 días escolares** en el año académico. Se espera que su hijo asista a la escuela a tiempo, todos los días. La asistencia de los estudiantes es vital para el éxito académico. Este año estamos trabajando diligentemente para asegurar que todos los estudiantes alcancen el 100% de asistencia.

Ausentismo crónico: los estudiantes que faltan 20 días en un año escolar o solo 2 días al mes se consideran ausentes crónicos.

P.S. 328 se enorgullece de apoyar a nuestras familias, comuníquese con nuestro Equipo de asistencia para obtener ayuda si es necesario:

Sr. Ángel: 347-595-4011, Ms. Dahiana 718-345-9393 Ext.1161

Cada ausencia cuenta! Las ausencias justificadas siguen siendo ausencias. Si su hijo ha perdido un día o más, la escuela hará un seguimiento en consecuencia:

Los monitores de asistencia harán un recorrido matutino a las 8:30 a. m. para sus calificaciones respectivas.

Las llamadas para los estudiantes que aún no están en clase se realizarán de 8:45 a 9:30 a.m. ¡El objetivo es llevar a los estudiantes a la escuela! ¡Más vale tarde que ausente!

Después de 3 ausencias, discutiremos las barreras para la asistencia con los estudiantes y/o los padres/cuidadores y elaboraremos un plan de acción. ¿Cómo podemos ayudarlo a garantizar que su hijo llegue a la escuela todos los días?

Después de 5 o más ausencias, los estudiantes serán remitidos al enlace de asistencia del DOE, Sra. Modeste. Si los esfuerzos de divulgación no tienen éxito, la Sra. Modeste puede realizar una visita al hogar.

Después de 10 o más ausencias, las familias llamaron para una reunión con Admin. Tenga en cuenta que 10 o más ausencias injustificadas pueden conducir a una posible escalada a ACS.

Tenga en cuenta que su hijo tiene _____ ausencias registradas este año hasta el momento.

He leído y entiendo el P.D. 328 Política de asistencia. Tenga en cuenta que esta política se mantiene con o sin firma.

Nombre del estudiante: _____ Clase: _____

Nombre de los padres (letra de imprenta): _____

Firma del padre: _____ Fecha: _____